“CUSTOMS & COURTESIES”

How well do I know protocol?

What is Protocol/Etiquette?

Simply good manners.

Let common sense and good taste prevail at all times.
Knowing what to do will help you feel secure and comfortable.

NOTE: *Sometimes it is far better to do the wrong thing graciously than the proper thing rudely.*

NOTE: *You will be looked up to for guidance, encouragement , and leadership. Responsibilities and obligations are an integral part of the life of your leadership. Your example is vital in developing morale. Your attitude can foster understanding and support.*

Proper protocol leads to respect and creates behavior that makes an atmosphere of friendliness and understanding and prevents confusion.

WHEN TO STAND

- During “ruffles and flourishes”
- Posting of the colors/retiring of the colors
- National Anthem *(ours & host nation’s)*
- Invocation
- Flags passing in review *(six steps before and six steps after you)*
- Division and military service song
- Retreat and Reveille

WHEN TO STAND
(continued)

- When a senior officer walks into the room at an official gathering and is announced *(e.g., promotion ceremonies, award ceremonies, etc.)*, all present should rise, military members, family members, civilians
(done as a courtesy to officer's rank and position).

- When the announcement "attention to orders" is made at informational ceremonies, military members must stand and civilians stand out of courtesy.

- At a dining-out, stand when a toast is being made if the toastmaster stands and if the toast is not being made to you personally or "to the ladies."

WHEN TO STAND
(continued)

- When introduced by someone speaking from a podium.
- Out of courtesy you should stand when someone older or more senior comes over to talk to you.

RETREAT AND REVEILLE

"Reville" is the 6 A.M. bugle call marking the raising of the flag and the beginning of the work day.

"Retreat" is usually sounded at 5 P.M. or when the flag is lowered to mark the official end of the workday.

NOTE: *Stand facing the flag or music. Children should also stop playing and observe the custom of the ceremony.*

NOTE: *On an Army installation you are obligated to stop your car, get out, and observe the ceremony.*

HAND GOES OVER HEART

- When outdoors only
- During the playing of the “Star Spangled Banner” and when American flag passes
- Not necessarily indoors, although not inappropriate

NOTE: *It is always a pleasure when well-behaved children attend parades. If a child becomes unruly, however, please take the child away from the area*

INVITATIONS

- Are formal, informal, or casual. They may be extended by written note, in person, by telephone, sent through distribution, or mailed.
- Only the people named on the invitation are invited.
- No children, unless specified
- If you are invited to AW-Occasion and have a house guest, you may explain to the hosts that this is the reason for declining the invitation. This allows the hostess the opportunity to invite your guest, if she desires.

INVITATIONS
(continued)

• If attending a dinner party and you have an allergy, be courteous to the hostess and explain.

• A “vegetarian" can often eat the other non-meat courses. Again, explain the situation to your hostess.

MAJ & Mrs. John Doe

Request the honor of

the Company of

Capt. & Mrs. Ted Smith

at a Reception

On SAT, 5 JUN 96

At 1830

3 Forsythe Ave.

R.S.V.P.

come as you are

MAJ & Mrs. John Doe

Request the honor of

the company of

Captain & Mrs. Smith

at a reception

On Saturday, the fifth of June

At half after/past six o’clock

3 Forsythe Avenue

R.S.V.P.

624-1234

Infor
mal

request the pleasure of the company of

at

on

at o’clock

R.S.V.P.

Informal

For

Date

Time

Place

R.S.V.P.

casual

WORDING OF INVITATIONS

- Initials and abbreviations should be avoided.

EXCEPTIONS: *Mr., Mrs., Dr., R.S.V.P., OR Captain J. Paul Doe (if an initial is used in place of a first or middle name)*

- Titles, Ranks, and names are written in full.

EXAMPLE: *Major General, Colonel, Lieutenant Colonel, Major, Captain, First Lieutenant, Second Lieutenant, Warrant Officer, Sargeant Major, ETC.*

- On envelopes, guest is addressed by rank, first, and last name.

- Dates and hours are spelled out on formal invitations with only the day and month capitalized. The year is not required.

WORDING OF INVITATIONS
(continued)

• On formal invitations, the guest’s rank and last name are used.

EXAMPLE: *Thursday, the eighth of may “seven-thirty" is correct. (“half after or half past seven o‘clock" is more formal)*

FORMS OF ADDRESS

• In an invitation is extended to a married servicewoman because of official capacity, it should be addressed as follows:

Major Mary Jane Doe and Mr. Doe *(civilian husband)*

Major Mary Jane Doe and Colonel John Paul Doe

Captain John Doe and Lieutenant Jane Doe
(senior first, if invitation is of a personal nature)

Captain John Doe and Jane Deer
(two different last names)

Colonel (RET) John Doe
(retired)

R.S.V.P.

- Indicated in left-hand corner of invitation.

- Indicates that a reply is mandatory; This is also thoughtful to allow the hostess to know how many to plan for.

- Answer with “yes” or “no”; If it is “no,” a brief explanation *(why you can not attend)* is acceptable but not necessary.

- Respond within 24-48 hours of receiving invitation and always by NLT *(No Later Than)* date on the invitation.

- Call or write the R.S.V.P.; never respond in person.

WRITTEN: Lieutenant and Mrs. John Doe
Accept the invitation of Colonel and Mrs. Smith
(only last name of host/hostess)

REGRETS ONLY

- Only those who cannot attend need reply.

- More challenging for the hostess. Hostess will eliminate “regrets" from guest list in order to prepare. Just an easier way for everyone. "No" extra place settings.

- Appropriate to regret at very last minute *(if emergency)*.

- Left-hand bottom corner with name and telephone number.

- Formal invitation may not be an "R.S.V.P." or “regrets only" on the invitation. You are expected to attend! EXAMPLE: *New Years Day Reception*.

DINNER NOTES

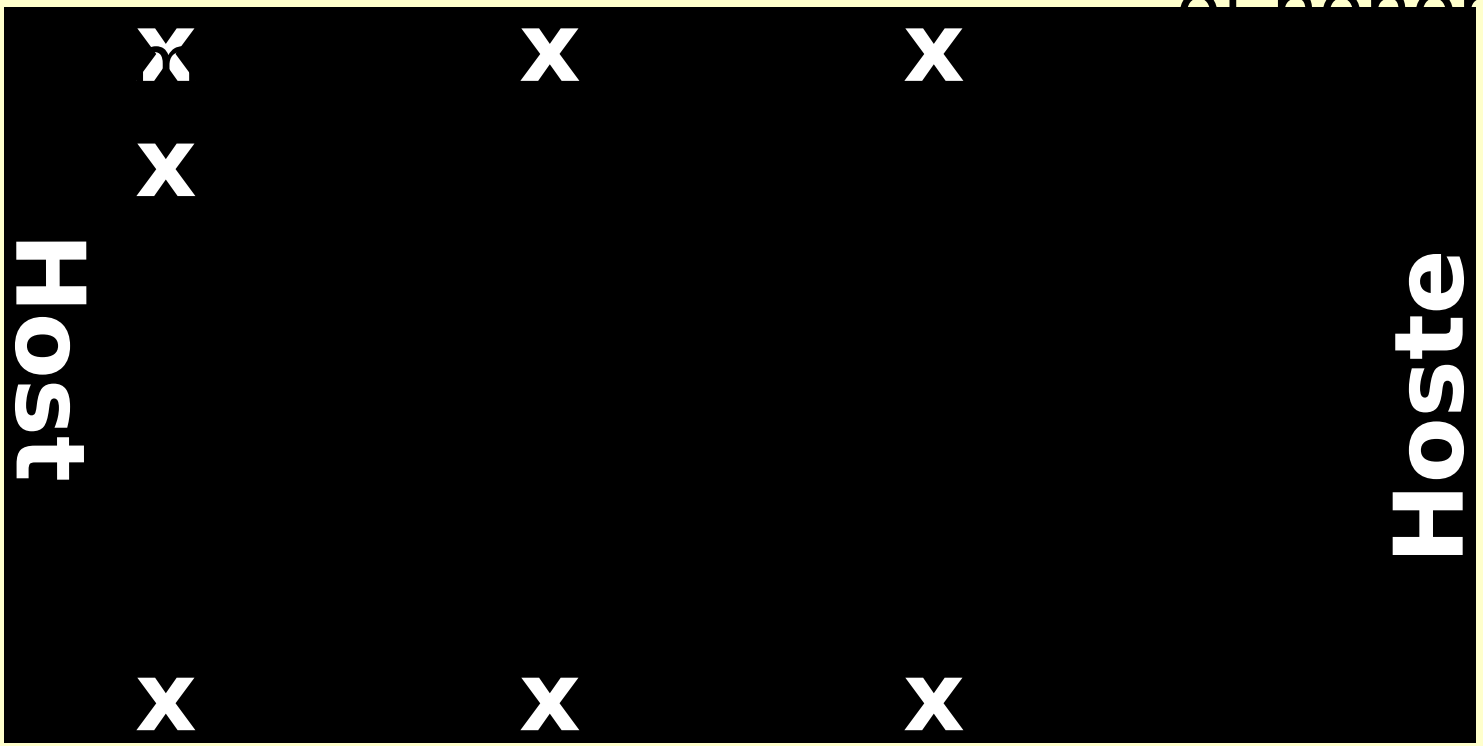
There are many types of dinner parties, ranging from very casual to formal. Always entertain in the way that makes you feel most comfortable. If you are invited to dinner,
the following tips may prove helpful:

1. Seating Arrangement. At a large dinner, a table diagram, showing the seating arrangement, is usually placed near the entrance to the dining room. Seating should be arranged to stimulate conversation.

2. Escort Cards can be used at small dinner parties. The name of the male guest is written on the envelope with his dinner partner's name written on a card placed inside the envelope. Usually, these are placed on a table close to the entrance way so they can be picked up as

DINNER NOTES
(continued)

3. Seating. At dinner time, the host leads the guests into the dining room by escorting the senior lady or wife of the guest of honor to the table. Others follow in pairs, as noted by escort cards or other method of designating dinner partners. The hostess enters last, escorted by the ranking gentleman (guest of honor). Normally, a gentleman seats the lady on his right. The gentleman assists his partner by sliding her chair away from the table, allowing her to enter her seat from the left (when departing, rise from the right). He then adjusts the chair to her satisfaction. Gentlemen do not sit until all the ladies and senior male guests are seated.


woman
man
guest
Host
Hoste
wife of
guest of
honor
man
man
woman

DINNER NOTES
(continued)

4. Eating. At small dinners, before eating, it is polite to wait until the hostess has begun eating. At large banquets or buffets, it is appropriate to start eating when those around you have been served. If you are in doubt about what to do, take your cue from the hostess. Guests should engage their dinner partners and other close guests in light conversation during the meal.

According to the "Rule of 4," when the number of guests equals any multiple of four, and the number of women equals the number of men, the host and hostess cannot sit opposite each other without placing two men or two women together. To avoid this, the hostess is moved one seat to the left, and the guest of

ATTIRE

A question often asked by men and women is what to wear to a specific function? Invitation should have “attire" in the bottom right-hand corner.

Very Casual – Dress shorts or jeans acceptable

Casual – No tie, dress slacks; Skirt or slacks for women

Informal – Coat and tie, Sports coat before 6 P.M., suit after; Dressy dress or long dress, dressy suit for women

Semi-formal – Not really a category, but indicates business suit and dressy dress

Formal – Evening dress uniform, dress mess. Civilians wear dinner jackets, long dress, or dressiest dress *(short)*

RECEIVING LINE

The receiving line need not be a frightening prospect. It is a case where tradition and practicality go hand in hand. A receiving line is an efficient and gracious way to allow the honored guest(s) to meet all guests personally.

No food, drink, or cigarettes in line.

Stand together in line.

Wife before husband, except at Air Force or White House Functions.

Husband gives names to adjutant *(Protocol Officer, first person in line)*.

You may repeat your name to the honored guest(s) in case it got passed down incorrectly

INTRODUCTIONS

The three basic rules to introductions are:

1. Woman‘s name first. Men are introduced to women by stating the woman’s name first.

2. Older person’s name first. When two people are of the same sex, the younger adult is introduced to the older adult by stating the older person’s name first.

3. Senior officer’s name first. Junior officers are introduced
to senior officers by stating the senior officer’s name first; The same for senior officer’s spouse.

It is gracious, rather than presumptuous, to introduce yourself to a senior officer or senior officer’s spouse.

INTRODUCTIONS
(continued)

I should never be reluctant to talk to a senior person.

In like manner, neither should I monopolize the senior guest.

If you are nervous about introducing someone, if you forgot names, politely ask for the person(s) to repeat their name. This certainly is not a reason to avoid conversation.

Name tags used for many occasions.

Placed on the right side.

Full Colonel‘s wives and wives of General Officers are

THANK YOU NOTES

Within 2-3 days after the party, it is thoughtful to send a note of thanks or to phone your hostess to express your appreciation.

Always appropriate

Still in style

Always welcome

For a small occasion, a phone call will suffice, but it's never wrong to write.

Don't send a "Thank You" for a "Thank You."

The "Thank You" note should be appropriately addressed

to the hostess. EX: *Dear Mrs. Doe/Mary*

FORMS OF ADDRESS

If an invitation is extended to a married service woman because of official capacity, it should be addressed as follows:

- Major Mary Jane Doe and Mr. Doe *(civilian husband)*

- Major Mary Jane Doe
Colonel John Paul Doe

- Captain John Doe *(senior first)*
Lieutenant Jane Doe

FORMS OF ADDRESS
(continued)

If invitation is of a personal nature:

Captain John Doe
Jane Deer *(two different last names)*

Retired
Colonel (RET) John Doe

Deceased
Mrs. Jane Doe

Although we are far more casual, it is considered courteous to address a senior officer's wife as "Mrs. Doe". If she desires that you call her by her first name, she will tell you.
Do not take the liberty until then.

ATTENDING A DINNER/FUNCTION

Hostess gifts are not necessary, but are always nice.

A hostess gift can take the place of a "Thank You" but include that in your card. It is always nice to follow up with a "Thank You" note later.

A “wine" gift may be used for the dinner; Don’t feel slighted if it isn’t used. The beverage may already be planned for the meal.

Leaving:

- Considered polite to wait until the senior person or guest of honor leaves.
- There are exceptions to the rule.

POURING

Pouring list is coordinated according to the husband's rank and the beverage:

Coffee – first
Tea – second
Punch - third

<u>Rare Occasions</u>:

Husbands holding rank of LTC or above are asked to pour punch

England – tea first

Americans – coffee first

NOTE: *German women and most host country women are not generally asked to pour because the custom in the host nation is for servants to pour. Do not ask the guest of honor to pour.*

TOASTING

Toasting is an age-old custom and is an integral part of military occasions.

Stand up and participate in the toasting; It is respectful to do so. Those who choose to abstain from alcohol may drink water or raise the wine glass to their lips.

Never drink a toast to yourself. If seated, remain seated. All toasting is initiated by the host, except dining-ins.

NOTE: *At casual affairs, toasts may be presented by anyone.*

RECIPROCATE

- Accepting an invitation incurs an obligation except holiday/New Year’s reception.
- Not apple-polishing *(brown nosing)*
- It is not only a reciprocation of kindness, but of courtesy.
- If it is as simple as a barbeque or picnic, go out to eat – fit your comfort level. Do not get hung up on style.

IT IS TACKY TO . . .

- Discuss oers or eers

- Mention all the important people you know
(name dropping)

- Refer to husband by rank

- Say “when we were Lts"
(unless you were one)

Some Army traditions are like Grandma’s quilt. An old quilt is threadbare, not very warm, and impossible to clean. A new quilt is of polyester, is practical, machine washable, warmer, and usually fits the bed. However, we still want to preserve Grandma’s quilt to remind us or a gentler time and to affirm our connection with the past.

* *Proper protocol leads to respect and creates behavior that makes an atmosphere of friendliness and understanding and prevents chaos.*

RECIPE FOR A MILITARY WIFE

1-1/2 Cups Patience

2 Tbs. Elbow Grease

1 Lb. Courage

1 Cup of Tolerance

Dash of Adventure

Marinate frequently with salty tears and pour off excess fat. Sprinkle ever so lightly with money, kneading dough well until payday. Season with international spices. Bake for twenty years or until done.

Serve with pride!